

Termination Action/Reason Guidelines

Last Updated 5/3/2018

Action: Termination without Benefits

Reasons:

1. Death

- Employee passes away while in UVM service.
- This code should be used regardless of whether dependent benefits apply.

2. Elimination of Position

- University eliminates the position the employee is in.
- This requires a written business plan and may be part of an organization redesign.
- Work with [your department's LER Professional](#) to ensure that University Processes and Procedures are followed.
- Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.

3. End of Fixed-Term Contract

- Faculty contract ends.
- Staff contract ends.
- Use this when benefits are not extended past the date the employee separates.

4. Grad Assignment Complete

- Grad position ends.

5. Other

(ADD Details in Comments Section of ePAR)

NOTE: An LER Professional must be consulted prior to the termination of any employee and for verification of the utilization of this reason code. Below are the potential conditions included within this reason code:

- Failure to Meet a Condition of Employment (COE)
 - A “condition of employment” is a specific job qualification for the position, e.g., a bus driver must maintain their commercial driver’s license, a police officer must be able to carry a firearm, etc.
 - Contact LER Professional prior to termination
 - Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.
- Unsatisfactory Performance
 - An LER Professional should be involved in all cases of progressive discipline.
 - Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.
- Medical Leave Term End
 - You should be in contact LER Professional prior to effecting any termination.
 - This action reason requires supporting documentation from a healthcare provider indicating no work capacity (the employee is typically absent from work for medical reasons in the weeks/months leading up to termination).
 - If long-term disability (LTD) claim is approved for an employee after the employee’s termination, HR/Benefits will update the action reason indicated in the system to Retirement – Disabled on LTD. A Benefits Advisor may assist in determining the status of the employee’s LTD claim.

- Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.

6. Loss of Funding

- Soft-funding ends.
- Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.

7. Misconduct

- You must consult with an LER professional prior to utilizing this reason code.
- Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.

8. Resignation

- Ensure that the employee's voluntary resignation is documented in writing.
- Use this when there is no vacation time to be paid out and therefore, benefits are not extended past the date the employee separates.

9. Probationary Termination

- The employee is being terminated during their probationary period
- Contact LER Professional prior to termination.

10. Retirement

- **Special Note:** Only use this code when the employee is eligible for UVM Retirement Benefits. Contact a Benefits Advisor with questions.

11. Retirement – Disabled on LTD

- Only use this reason code when an employee has been approved for long-term disability. Confirm approval with a Benefits Advisor.

(ALL OTHER HISTORICAL ACTION REASONS REMOVED INCLUDING mutual consent, chronic absenteeism, gross misconduct & inability to perform essential functions)

Action: Termination with Benefits

Reasons: Same as above WITHOUT death, grad assignment complete, probationary termination, retirement, and retirement – disabled on LTD options.

Please note: Employees must be eligible for benefits to use this action.

1. Elimination of Position

- University eliminates the position the employee is in.
- This requires a written business plan and may be part of an organization redesign.
- Work with [your department's LER Professional](#) to ensure that University Processes and Procedures are followed.

2. End of Fixed-Term Contract

- Faculty contract ends.
- Staff contract ends.

3. Other

(ADD Details in Comments Section of ePAR)

NOTE: An LER Professional must be consulted prior to the termination of any employee and for verification of the utilization of this reason code. Below are the potential conditions included within this reason code:

- **Failure to Meet a Condition of Employment (COE)**

- A “condition of employment” is a specific job qualification for the position, e.g., a bus driver must maintain their commercial driver’s license, a police officer must be able to carry a firearm, etc.
- Contact LER Professional prior to termination
- **Unsatisfactory Performance**
 - An LER Professional should be involved in all cases of progressive discipline.
- **Medical Leave Term End**
 - You should be in contact LER Professional prior to effecting any termination.
 - This action reason requires supporting documentation from a healthcare provider indicating no work capacity (the employee is typically absent from work for medical reasons in the weeks/months leading up to termination).
 - If long-term disability (LTD) claim is approved for an employee after the employee’s termination, HR/Benefits will update the action reason indicated in the system to Retirement – Disabled on LTD. A Benefits Advisor may assist in determining the status of the employee’s LTD claim.

4. Loss of Funding

- Soft-funding ends

5. Misconduct

- You must consult with an LER professional prior to utilizing this reason code.

6. Resignation

- Ensure that the employee’s voluntary resignation is documented in writing.